



WELCOME TO NCRA GUEST HOUSE/HOSTEL

Information and Guidelines



**National Centre for Radio Astrophysics
TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

NCRA, PUNE UNIVERSITY CAMPUS, POST BAG 3, GANESHKHIND, PUNE 411 007, INDIA
Phone no. 020-2571 9000/9111, Email: guesthouse@ncra.tifr.res.in



The NCRA Guest House and hostel are located inside NCRA campus. These facilities are provided to the staff of GMRT, TIFR and its various centres, DAE and its aided institutes, other government institutions for their official, semi-official purposes, project students, Research Scholars, depending upon the availability of the rooms. All rooms are well furnished, most have attached facilities and some have kitchenettes.

Information and Guidelines

The National Centre for Radio Astrophysics of the Tata Institute of Fundamental Research is located in the scenic University of the Pune campus, Pune. The NCRA Guest House is located inside NCRA campus.

1. Working hours at NCRA, Pune: 0930 hrs 1800 hrs

- ◆ Reception staff is available round the clock. They may be contacted for any emergency or information on Intercom Nos 9000/9111/9241.

2. Accommodation

- ◆ Accommodation will be provided for the specified period only.
- ◆ Accommodation will not be provided to accompanying person/s, if there is no prior approval.
- ◆ If the accommodation is provided on sharing basis, please do not use the other bed in your room.

2.1 Accommodation for interview candidates/summer/winter/other project students

- ◆ For INAT / JEST interview candidates, VSRP/RAWS participants, long term and short term project students, accommodation will be provided as per the approval of Competent Authority.
- ◆ Accommodation will not be provided to accompanying person/s in this category.

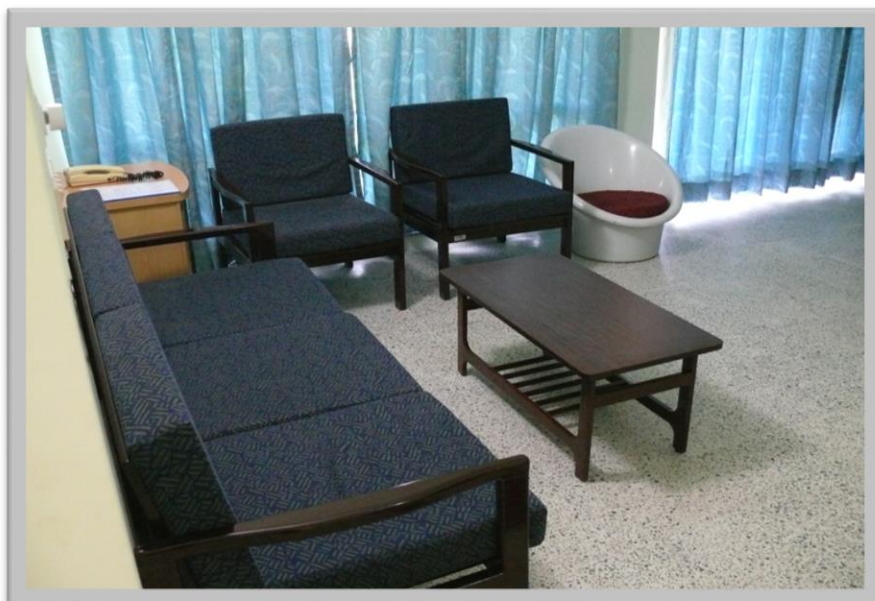
3. Check-In

- ◆ On arriving NCRA, please contact the Security Supervisor at the reception for check-in formalities.
- ◆ Copies of identity and address proofs should be submitted at the time of check-in.
- ◆ The “Requisition Form” available with the NCRA Reception should be filled in completely, before collecting the room key.
- ◆ Foreign nationals should fill in the ‘C’ Form which is available with the NCRA Reception.

View of Guest House Room/Flatlet



Guest House Room



4. Room Key

- ◆ Kindly ensure that the room key is available with you whenever you are out of your room.
- ◆ Only the provided door locks may be used, as the room(s) may need to be opened for maintenance or any other urgent work in the absence of the guest. Hence, please do not leave valuable items, cash etc. in your room.
- ◆ If you keep your room key with the Reception, the responsibility for your belongings in your room rests entirely with you.

5. House Keeping/Cleanliness

- ◆ Room cleaning will only be done in your presence. The schedule for cleaning the room is given below:

For Guest House: Tuesday or Friday Timing: 9:30 am to 1:00 pm

For Hostel Wednesday or Saturday Timing: 2:00 pm to 6:00 pm.

- ◆ Guests are requested to contact NCRA Reception (extn: 9000/9111/9241) to confirm that room cleaning is required.
- ◆ Irrespective of the above, guests are requested to take all required care and precaution needed to maintain cleanliness of the room.
- ◆ Please use dustbins for disposing waste material.

6. Inventory

- ◆ Items provided in your room are: bed sheet, bed cover, pillow with cover, blanket, table lamp, Good Knight kit, tray, glasses and cups, jug, kettle, tea bags + sugar, telephone instrument, bath bucket, bath mug, small bucket, bath stool, glass, hangers. These enact items and quantity may vary depending on the type of your room – single vs. double bed, attached vs. shared bathroom, room vs. flatlet, hostel room vs. guesthouse room.
- ◆ The occupant is responsible for safe keep of all items inside the room.
- ◆ Please intimate the NCRA Reception immediately in case of any breakage/misplacing /spoilage etc. of any of the items provided in your room.

7. Check Out

- ◆ Check-out is possible at any time
- ◆ Cash Payment (Indian Rupees only) will be accepted by the authorized staff at the Reception. Please obtain bill from the Reception. Check-out will be calculated on 24 hour basis.
- ◆ For vacating the room, please contact Reception without fail and complete the necessary formalities viz. register entry, payment, returning room key etc. Please do not leave the premises without completing these formalities.

- ◆ A feedback regarding your stay at guest house/hostel will be highly appreciated. In case of complaints/ suggestions etc. please feel free to contact: Ms. Jyoti Bhujbal at 25719235/9224 or Ms. Reena Shrikumar at 25719239. Alternatively, feedback can be written down in the guest register made available with the staff at the Reception.

NCRA Canteen





8. Canteen Facilities

Canteen Facility is available inside the NCRA office building on payment basis for Breakfast, Tea, Lunch, Tea/Snacks and Dinner. Prior booking with the Canteen Manager for Breakfast, Lunch and Dinner is required. Payment is to be made to the Canteen Manager., it is not included in the guest house charges. Canteen is CLOSED all Sundays after lunch.

- ◆ **Canteen hours at NCRA, Pune:** (Only cash in Indian rupees is accepted in the canteen)

Breakfast	: 0800 to 0915 hrs
Tea	: 1045 to 1115 hrs and 1545 to 1615 hrs
Lunch	: 1300 to 1400 hrs
Tea / Snacks	: 1800 to 1830 hrs
Dinner	: 2000 to 2100 hrs

9. Medical Services

- ◆ Please contact the NCRA Reception (extn nos: 9241/9000/9111) immediately in case of any medical emergency.
- ◆ NCRA's authorized medical officer is available in the NCRA Clinic (ground floor of the Hostel Building) between 1100 hrs and 1400 hrs on all working days and between 1100 hrs to 1300 hrs on Saturday (for emergency only).
- ◆ A first aid box is available with the reception for minor injuries, etc. In case of any other emergency, you may contact the Reception so that they can arrange a vehicle to send you to the nearest hospital/doctor.
- ◆ The individual has to settle the payment of hospital bills/doctor immediately.

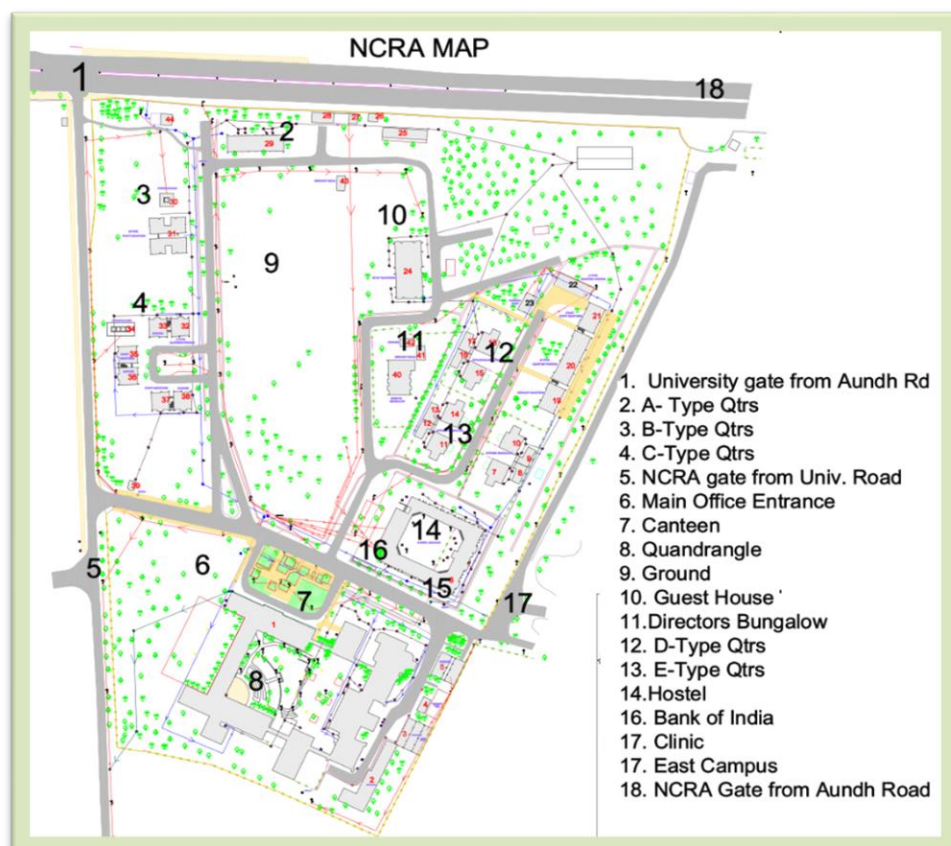
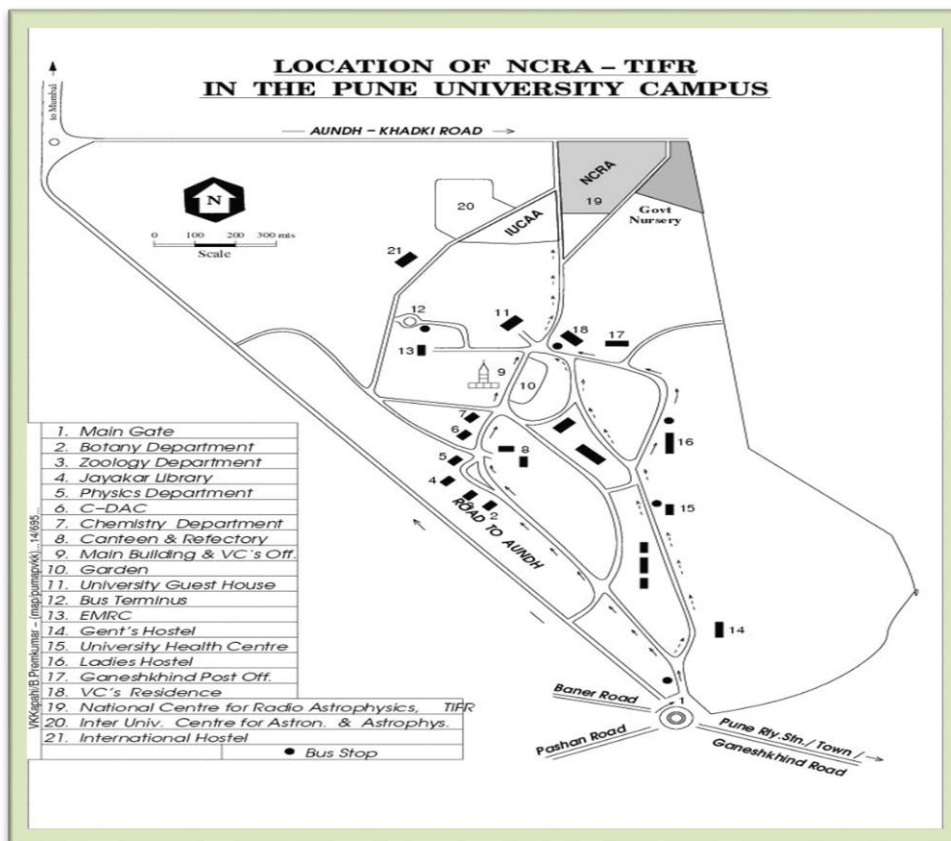
10. Shuttle Services between NCRA and GMRT

- ◆ Departure from NCRA at 0700 hrs and reaches GMRT at 0900 hrs
- ◆ Departure from GMRT at 1730 hrs and reaches NCRA at 2000 hrs

(Please book seat in the shuttle through NCRA Reception as well as GMRT Reception).

11. Banking, Currency Exchange, Shopping and Traveling in and around Pune

- ◆ The Bank of India extension counter is on the ground floor of the Hostel Building. Working hours: Mon – Fri 09:00 hrs to 16:00 hrs / 14:00 hrs–1530 hrs / Sat 0900 hrs to 1400 hrs.
- ◆ The Nearest shopping centers– Ambedkar Chowk/Aundh Road (1 km). Parihar Chowk (2 km), Khadki Bazar (3 km)
- ◆ Pune's main shopping areas: M. G. Road (10 km) and Laxmi Road (8 km). Most shops accept Master and Visa credit/debit cards.



- ◆ Nearest place to exchange currency – Genesis Tours & Travels (excl. Sunday) Ambedkar Chowk, Aundh Road. If advance information is given (one or two days), a currency exchange agent can come to NCRA (Contact Hemant Lokhande/Reena Shrikumar for details).
- ◆ Auto-rickshaws are widely used for traveling within city. If needed, NCRA Reception can help you to hire an auto.
- ◆ Chartered vehicles can be hired to travel in and outside Pune city. (M/s. Wings Cool Cab: 40100100, M/s. Akbar travels: 9823316610)

12. ATM Facility and Nearest Restaurants

- ◆ ATM Facility is available outside of NCRA campus. The nearest ATMS are Bank of India, Near Ambedkar Chowk, HDFC and ICICI on Aundh Road, towards Khadki station (~1.4 km from NCRA).
- ◆ Some nearest restaurants in the vicinity are
M M Restaurant, Aundh Road- Phone no: 020 2569 0068 (1.4 km from NCRA)
Shiv Sagar Veg Restaurant, D P, Road, Pune (3.0 km from NCRA)
Domino's pizza (on call), Phone no: 2567 3966

13. Contact people and important phone nos at NCRA, Pune (during office hours)

- ◆ An Internal telephone directory is available in the guest house room / NCRA Reception for making internal telephones.
- ◆ Important Contact nos NCRA, Pune Reception : 9000/9111/9241.
- ◆ For making call from outside to NCRA please dial 2571 and then the 4digit extn nos XXXX

14. Information for GTAC/Academic visitors

- ◆ For arranging of office room/computer account contact Reena Shrikumar(Ext:9239)/ Hemant Lokhande (Ext: 9296)
- ◆ For arranging Talks and other academics related inquiries contact Dr. Nissim Kanekar (Extn. 9246)
- ◆ For administrative inquiries contact J K Solanki (Ext:9223)
- ◆ For GMRT observation related inquiries contact Reena Shrikumar (Ext: 9239).
- ◆ Chartered vehicles can be hired from Mumbai to NCRA, Pune /NCRA, Pune to Mumbai/ Pune to GMRT/ GMRT to Pune/Mumbai to GMRT/GMRT/Mumbai (Contact: Reena Shrikumar Extn.9239/Hemant Lokhande Extn. 9296) or Wings Cab(40100100)

15. Contact people after office hours at NCRA, Pune (in case of emergency)

- ◆ NCRA Reception : (Extn: 9000/9111)

Office Entrance Plaza



NCRA Quandrangle area



NCRA Reception



Lecture Hall Lounge



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[WELCOME TO NCRA Guesthouse/Hostel](#)

Guest Feedback Form

The NCRA Guest House Management Team welcomes you to our Guest House/Hostel. We would like to have your feedback about your stay in the Guest House/Hostel, which will help us to improve our service efficiently and effectively. We request you to please share a few minutes to fill the assessment form given below:

- Was the check-in handled in a courteous and efficient manner? ☐ Yes ☐ No
- Did you find any difficulties with our GH/Hostel? : ☐ Yes ☐ No
- Was Gyser working properly?: ☐ Yes ☐ No
- Was AC working properly?: ☐ Yes ☐ No
- Were Tea bags, Coffee, Sugar available in the room? ☐ Yes ☐ No

Please rate the following:

	Excellent	Good	Fair	Poor
Reception staff	☐	☐	☐	☐
Check-in Procedure	☐	☐	☐	☐
House Keeping	☐	☐	☐	☐
Cleanliness of the Room	☐	☐	☐	☐
Security/Safty	☐	☐	☐	☐
Overall room rating	☐	☐	☐	☐

Any Other Comments _____

Name: _____

Room No: _____

Date: _____

Thank you for providing us with your valuable feedback and suggestions. Please return this feedback form at NCRA Reception upon check-out.

NCRA Guest House Management Team
Contact nos: 020-25719235/9239